



Ref. Nr.: 33/19

Decree of the Dean No. 11

Rules of Student Grant Tender of FAFNR of CZU in Prague

Article 1

Introductory Provisions

- 1) This Decree of the Dean is valid for the Faculty of Agrobiography, Food and Natural Resources (hereinafter the “FAFNR”) of the Czech University of Life Sciences in Prague (hereinafter “CZU”) and it determines the rules of the Student Grant Tender of the FAFNR (hereinafter “SGT FAFNR”). SGT FAFNR is a tool of institutional financial support of research projects, in which not only employees of FAFNR but also students of accredited doctoral and master’s study programmes participate.
- 2) This Decree is prepared in accordance with the Rules for providing targeted support for specific higher educational research, issued by the Ministry of Education, Youth and Sports of the Czech Republic in 2009, and in accordance with the Rector’s Directive No. 9/2019 Rules of Student Grant Tender and the rules for the use of targeted support for specific higher educational research.

Article 2

Grant Commission of SGT FAFNR and its competence

- 1) Members of the Grant Commission (hereinafter “GC”) of SGT FAFNR are appointed and removed by the Dean of the faculty.
- 2) Chairman of the GC SGT FAFNR is a Vice-Dean for science and research. Apart from the Chairman, the GC SGT FAFNR consists of representatives of academical staff of FAFNR and a representative of the Department for science and research of FAFNR (hereinafter “S&R FAFNR”).
- 3) Member of the GC SGT FAFNR is, with the exception of the representative of S&R FAFNR, research-active academical staff with scientific titles. Member of the GC SGT FAFNR can neither be the main researcher nor a member of the research team of the project of SGT FAFNR.



- 4) The GC SGT FAFNR is responsible for the implementation of SGT FAFNR according to approved criteria described in this document, and thus mainly:
 - a) gathers requests for project financing;
 - b) discusses requests for project financing and ensures their expert assessment;
 - c) prepares proposal for allocation of financial funds to projects, which it hands over to the Dean for final decision;
 - d) checks the use of allocated financial project funds;
 - e) decides about changes to originally approved request for project financing, if such changes occur during the project;
 - f) suggests amendments to the Rules of SGT FAFNR and submits them to the Dean.
- 5) GC SGT FAFNR meets whenever needed, however at least twice a year. Minutes are taken at each meeting, which are filed at S&R FAFNR.
- 6) Final decisions about project financing are sent by S&R FAFNR to researchers and to Heads of Departments of researchers within one week from a decision being made. The results of evaluation of annual reports are respected during decision-making relating to the support of new projects.

Article 3

Announcement of SGT FAFNR

- 1) SGT FAFNR is announced by the Dean. An announcement is published on the website of FAFNR.
- 2) The announcement of SGT is in a written form and contains usually:
 - a) information about how to submit the request for project financing;
 - b) specific conditions of tender and formal requirements regarding submission of requests for project financing;
 - c) general criteria for evaluation of project financing requests;
 - d) final deadline for submission of project financing requests and expected deadline for announcement of tender outcome.



Article 4

Criteria for provision of support and project financing requests

- 1) The project researcher is a student of doctoral study programme or a member of academical staff of FAFNR.
- 2) Students of doctoral or master's study programme of FAFNR or members of academical staff of CZU belong to other members of the research team.
- 3) The research team has a maximum of 50 persons.
- 4) The supervisor of the researcher is always a member of the research team in projects where the researcher is a student of the doctoral study programme.
- 5) Student of doctoral study programme or a member of academical staff can be the researcher of only one project which is financed within SGT FAFNR.
- 6) The number of students of doctoral or master's study programme in the research team has to equal at least the number of other members of the research team.
- 7) The project financing request has these formalities:
 - a) basic information about project;
 - b) required financial funds divided into individual years of project research;
 - c) reasoning for project proposal - current status of understanding of project complexities, set assumptions and goals of the project, methods and a way of research, expected benefits of the project;
 - d) expected outcomes of the project in individual years (e.g. scientific publications + name of expected journal, applied outputs);
 - e) potential linkage to external grant or research intention;
 - f) publication outputs of researcher and co-researchers.
- 8) Project financing requests within SGT FAFNR are submitted on forms specified in the announcement of SGT FAFNR. The requests are submitted electronically and in one written copy to S&R FAFNR containing the signature of the main researcher and the Head of Department/Departments.
- 9) Duration of the project must be at least 12 calendar months. A maximum duration is 36 calendar months.



**Article 5
Selection procedure**

- 1) Requests are evaluated by GC SGT FAFNR and S&R FAFNR.
- 2) Requests are evaluated according to set criteria which form part of announcement of SGT.
Key criteria for evaluation of requests are:
 - a) scientific value of requests (set assumptions, goals and research approach, topicality of researched problem etc.);
 - b) way and form of research (methods of research, personal resources, material requirements, adequacy of required financial funds);
 - c) planned outcomes of the project.
- 3) Financial funds are provided only to requests of the highest quality and with the best evaluation.
- 4) Recommended project budget is CZK 30 - 500 000.
- 5) Financial funds can be provided only to eligible project costs, and thus:
 - a) personal costs or expenditure including scholarship for research, development and innovation;
 - b) costs or expenditure relating to purchase of tangible and intangible assets;
 - c) other operating costs or expenditure;
 - d) costs of expenditure relating to services;
 - e) additional costs or expenditure.
- 6) The proportion of personal costs on total personal costs including scholarship paid as part of eligible project costs must amount to at least 80%. The personal costs relate to participation of doctoral or master's students as researchers on project research or to participation of other members of the research team on project research.
- 7) Personal costs can be planned and paid out only to a student or to an academic employee of CZU who is the researcher of the project or a member of the research team.
- 8) GC SGT FAFNR is entitled to propose the reduction of the required financial funds based on evaluation of requests and available funds.
- 9) GC SGT FAFNR proposes the ranking of project financing requests based on all required and available information. GC SGT FAFNR then submits its conclusion to the Dean of FAFNR for a decision.



**Article 6
Project research**

- 1) Researcher who obtained financial funds is obliged to draw allocated project funds in accordance with valid internal regulations, proposed project budget and purposefully. Researcher is responsible for correct and truthful bookkeeping.
- 2) Researcher is responsible for meeting the time plan of activities and for provision of final project report which is to be submitted by a set deadline.
- 3) In case of projects with a duration over one year, researcher must write and submit an interim report about the development of project research each year of project research (by 31st December). The report is to be submitted electronically and in one printed copy signed by researcher and the head of department to S&R FAFNR by a deadline set by the Dean in announcement of SGT in a given year. The report must contain the evaluation of achieved results, comments on fulfilment of project goals including publication outcomes and comments relating to changes in project research. The report must contain approved change requests as attachment in case of project changes which are subject to approval of GC SGT FAFNR. A statement about management of allocated financial funds forms an integral part of the report.
- 4) Changes to originally approved project, if they occur in the course of the project:
 - a) are submitted in writing, in a form of a request by the project researcher via S&R FAFNR to GC SGT FAFNR for comments. Reasons for changes need to be included;
 - b) can relate to changes in research team and transfer of financial funds between individual chapters of the budget, alternatively can relate to reduction of the amount of funds requested for another year of project research;
 - c) it is not necessary to ask for transfer of funds to the chapter of material costs and to the chapter of personal costs, to the amount dedicated for doctoral or master's students as well as researchers or other members of the research team, if the transferred financial funds do not exceed 10% of total costs allocated to the current year of project research. Reasoning for transfer is provided by researcher in interim/final report of the project;
 - d) GC SGT discusses proposed changes without delay and announces its decision to project researcher immediately after proposed changes are discussed. A copy of approved project change request is attached to final or interim project report.



- 5) If the project is in breach of planned goals or the use of funding and bookkeeping is not in compliance with competition rules or presented outcomes are insufficient, both researcher and to a certain extent the job site of researcher are subject to following sanctions:
- a) the amount of funding requested in the following years by applicant from the job site of the researcher could be reduced by GC;
 - b) in case of a flagrant breach of rules of internal grant agency, the job site of the researcher can be subject to exclusion from new calls for project funding for the period of one calendar year.
- 6) Financial funding of projects has to be finished always by 30th November of a given year.

Article 7

Project control and closure

- 1) Project closes out after the final project evaluation by GK SGS FAPPZ based on a project closure report.
- 2) The project closure report is handed over both electronically and in one paper copy signed by researcher and the head of department to S&R FAFNR by a deadline set by the Dean of the faculty in tender announcement in a given year. The report must contain evaluation of achieved outcomes, comments on fulfilment of project goals including publication outcomes and potential project changes. The statement about management of allocated financial funds including reasoning of all changes must be integral part of the report.
- 3) GK SGT FAFNR evaluates all project closure reports. The closed-out projects are evaluated as “accomplished” or “unaccomplished”, based on reaching project objectives, funding effectiveness and achieved publication outcomes. Project deliverables must be adequate to the duration of project research and amount of financial funding assigned to the project.
- 4) GK SGT FAFNR prepares a draft of final evaluation of all closed-out projects which it submits to the Dean of the faculty for final decision.

Article 8

Final provisions

- 1) This decree is valid and comes into effect from the day of its approval.



Czech University of Life Sciences Prague

**Faculty of Agrobiography,
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Dean

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2) This decree revokes Decree of the Dean Nr. 8/2018.

In Prague on 19th December 2019

Prof. Ing. Iva Langrová, CSc.